

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work, developing and directing the industrial and economic development activity of the County; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and supervising economic development and tourism activities; supporting existing business and industry; recruiting new business and industry; conducting market research; serving as liaison between business, industry, local, regional, state and federal regulatory agencies; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, counseling, disciplining, and completing employee performance appraisals; interviews, selects and hires staff.
- Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work and inspects completed work; consults with assigned staff, assists with complex problem situations, provides technical expertise.
- Directs and administers the Economic Development office; supervises preparation and distribution of business development information; develops and administers annual department budget; monitors expenditures and maintains budget records; proposes and administers departmental marketing program.
- Interprets, explains, and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Consults with the County Administrator, Deputy County Administrator, Economic Development Council, and/or other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; prepares Board of Supervisors draft agenda request forms and draft resolutions.
- Develops and implements Fauquier County's Economic Development Strategic Plan; develops and implements long and short term plans, goals, and objectives for the County and for the department.
- Serves as liaison with appropriate local, state, and federal agencies; serves as liaison with the general public on economic matters as appropriate; coordinates programs with other agencies.
- Researches, compiles, and/or monitors various statistical, demographic, or administrative data; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports and charts; maintains records.
- Supervises development and implementation of business development/retention program.
- Attends meetings, serves on committees, makes speeches or presentations as needed; represents the department in key staff meetings, department head meetings, and other meetings/events.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of modern principles and practices of economic development, small business development and tourism; comprehensive knowledge of the principles and practices of public and business administration; ability to attract industry and business for the County; ability to plan, assign and coordinate the work programs of office and technical staff; ability to prepare clear and comprehensive financial, administrative and industrial reports; ability to communicate ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with County officials, employees and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in Economics, Economic Development or related field. Extensive, increasingly responsible experience in economic development activities.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.